



**Department of Corrections and Rehabilitation**

**NOTICE OF CHANGE TO  
DEPARTMENT OPERATIONS MANUAL**

**Chapter 1, Article 15,  
Information Practices**

**Transmittal  
Letter Number:**

**14-06**

**Revision Date:**

**4/11/2014**

The purpose of this document is to provide all Department Operations Manual (DOM) holders with information regarding the attached amendments to Chapter 1, Article 15, Information Practices.

Revisions to Chapter 1, Article 15 provide updated language throughout the entire article in order to reflect current division names and position titles where appropriate. This DOM article was last revised by the responsible program in July, 1996.

Changes to Sections 13030.16 through 13030.22 of Chapter 1, Article 15 are featured here and incorporate information into DOM that was previously contained in Administrative Bulletin (AB) 10/05. These changes address the Electronic Records Management System (ERMS), Olson and Third Party reviews of inmate records as modified by the implementation of the Strategic Offender Management System (SOMS). AB 10/05 will be retired, effective upon publication of this Notice of Change to DOM for Information Practices.

Please inform all persons concerned regarding the contents of this notice, which shall remain in effect until it is incorporated into the next edition of the DOM. If you have any questions, please contact John McClure, SOMS at (916) 358-1677.

*Original signed by:*

**TIMOTHY M. LOCKWOOD**

Chief

Regulation and Policy Management Branch